

Accordant Bulletin

October 2007



Welcome to the Accordant Bulletin for Sage Timberline Office users!

Each month, our goal is to provide you with tips and tricks to make you an expert in Sage Timberline software. Accordant's consultants will teach you how to improve your productivity and knowledge of this powerful solution.

Our Timberline consultant this month is Mike Changani. Mike has over eleven years of experience in construction and other related industries. He first gained experience in the construction industry as an assistant controller for a structural steel company in New York. Mike worked his way up as he gained experience and landed a position as a Controller for an electrical subcontractor in New York/New Jersey. In 1999, Mike became a Sage Timberline Consultant and has worked with various general contractors and subcontractors to design and implement their accounting systems. With his hands-on experience as a Timberline user, combined with his vast knowledge of the product as a consultant, Mike relates well to his clients while implementing and/or training their staff. Mike has a B.S. in Accounting from the University of Bombay and received his A.C.A (Institute of Chartered Accountant of India), which is the equivalent to a U.S.



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CPA, in 1994.

Here are Mike's tips for this month:

I would like to focus on some of the lesser used features within Timberline. These tips can save you time and increase accuracy.

Accounts Payable:

Expense Allocation: (*Accounts Payable > Setup > Expense Allocation*)

Do you have expenses that need to be distributed to several GL Accounts, Jobs, Cost Codes and Categories, etc. on a monthly basis? Harnessing the power of Expense Allocation could save you time and energy.

Recurring Invoices: (*Accounts Payable > Setup > Recurring Invoices...*)

If you have several invoices which recur on a monthly basis, such as car payments for multiple cars or rent/loan repayment on equipment, setting them up as recurring invoices could be very helpful. Besides the benefit of saving time, this feature will ensure that you don't miss any of these important payments and avoid penalties.

Payroll:

Job Local Tables: (*Payroll > Setup > Unions > Job Local Tables..*)

A typical scenario in the subcontracting world is trade unions that are divided into several jurisdictions. If a union member crosses the jurisdiction by working on jobs which fall in a different territory, certain benefits and dues change for those hours worked. Essentially, the fringe benefits package changes. Using the "Job Local Table", you can setup Timberline to change the employee's benefits package when they work on a specific Job. This simple assignment of Local to Job could save a tremendous amount of time and frustration when it comes time to pay these dues to the appropriate union locals.

Pay Rate Table: (*Payroll > Setup > Other Tables > Pay Rate Tables*)

Almost everyone who uses Timberline Payroll uses "Pay Rate Tables" in some way. But on the same note, the power of setting up multiple "pay rate tables" and letting the software do the work of choosing the appropriate rate for employees' time entry could save big bucks. For example, assume that you are paying someone over scale for a specific job. By setting up a "Pay Rate table" with "Employee" and "Job" with other appropriate combination of keys, you can be sure that the employee will receive the mutually agreed over scale rate on the

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October 16, 31

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Accordant Company- Main Office

110 South Jefferson Road

Whippany, NJ 07981

T. 800-363-1002

D. 973-887-8900

F. 973-887-8901

www.AccordantCo.com

Other Accordant offices are located in:

•Melville, NY

•Manasquan, NJ

•Stamford, CT

•Philadelphia, PA

SAGE TIMBERLINE OFFICE

jobs where they are working at a higher capacity and receive the normal pay rate on other jobs.

General Observations and Comments:

Labor cost constitutes almost 40% to 50% of a subcontractor's total cost. Tracking these costs in detail will help the bottom line. Timberline's extraordinary capabilities of capturing these details in its payroll module, combined with Crystal Report's power of extracting this vital data, can be a powerful tool which management can use to track the performance of any specific job.

Please refer to Timberline's Help section to setup any of the above features or contact Accordant at 973-887-8900 to schedule your consultant. If you would like to reserve Mike as your consultant, please contact Swati Raje, Director of Client Services, at 973-887-8900 x105.

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